

# University of Essex – Concordat to Support the Career Development of Researchers

## Action Plan 2018 Review

**Principle 1: Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research.**

| <b>Completed Actions</b> |                         |   |   |  |
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| <i>Origin</i>            | <i>Concordat Clause</i> | <i>Action</i>   | <i>Responsibility</i>   | <i>Progress</i>  |
| Action Plan 2014         | 1.1                     | Development of a research strategy encompassing the recruitment of staff in line with our commitment to excellence in research. | PVC Research, REO Director  | The strategy was published in May 2014.  |
| Action Plan 2014         | 1.2                     | School of Biological Sciences and School of Health and Human Sciences to apply for Athena SWAN Silver Award.                    | School of Biological Sciences/School of Health and Human Sciences | <p>School of Health and Social Care (formally Health and Human Sciences):</p> <p>First application submitted April 2015, Bronze Award obtained.</p> <p>Second application submitted April 2017, Silver Award obtained.</p> <p>School of Biological Sciences:<br/>Applications submitted November 2014, November 2016, Bronze Award retained.</p> |

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| Additional Actions 2016-18 | 1.2 | From 2016, all other departments will commence application processes for Athena SWAN Bronze Awards. | Heads of Department | <p>Department of Psychology and Department of History applications submitted November 2016, Bronze Awards obtained.</p> <p>The School of Mathematical Sciences and The School of Computer Science and Electronic Engineering applications submitted November 2016. Following feedback these departments will resubmit applications in April 2018.</p> <p>See also "Actions in Progress".</p> <p>Essex Business School application submitted November 2017</p> |
| Additional Actions 2016-18 | 1.5 | Equal Pay Review for all staff, aiming to close any pay gaps identified.                            | Director of HR      | The equal pay review was carried out in February 2018 and reported on the Government  |

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|                            |                         |   |                       | Equal Pay portal in March 2018.   |
| <b>Actions in Progress</b> |                         |   |                       |   |
| <i>Origin</i>              | <i>Concordat Clause</i> | <i>Action</i>   | <i>Responsibility</i> | <i>Progress/Target Dates</i>  |
| Additional Actions 2016-18 | 1.2                     | From 2016, all other departments will commence application processes for Athena SWAN Bronze Awards. | Heads of Department   | All outstanding departments to have submitted applications by end of Academic Year 2019-20. |

**Principle 2: Researchers are recognised and valued by their employing organisation as an essential part of their organisation’s human resources and a key component of their overall strategy to develop and deliver world-class research.**

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| <b>Completed Actions</b>   |                         |   |                                |  |
| <i>Origin</i>              | <i>Concordat Clause</i> | <i>Action</i>   | <i>Responsibility</i>          | <i>Progress</i>  |
| Action Plan 2014           | 2.3                     | Embed equality and diversity training within training for managers and Head of Department inductions. Introduce attendance monitoring of “Managing Diversity” training. | Equality and Diversity Manager | Autumn Term 2014   |
| Action Plan 2014           | 2.3                     | Revise formal job descriptions for Heads of Department and departmental research directors to provide clarity on roles and responsibilities.                            | Director of HR                 | New templates for all academic job descriptions, clarifying expectations for every role and aligned with internal promotion criteria, were rolled out in January 2018. |
| <b>Actions in Progress</b> |                         |   |                                |  |
| <i>Origin</i>              | <i>Concordat Clause</i> | <i>Action</i>   | <i>Responsibility</i>          | <i>Progress/Target Dates</i>   |
| Action Plan                | 2.3                     | Review processes for supporting appraisal and personal development  | Head of Employee               | Complete review  |

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| 2014 |  | scheme, including annual monitoring. | Engagement and Policy | and make recommendations by end Academic Year 2018-19 |
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**Principle 3: Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.**

**Principle 4: The importance of researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career.**

| <b>Completed Actions</b>   |                         |  |  |  |
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| <i>Origin</i>              | <i>Concordat Clause</i> | <i>Action</i>  | <i>Responsibility</i>  | <i>Progress</i>                                |
| Action Plan 2014           | 3/4.1                   | Introduce annual monitoring and reviewing of uptake of Proficio research training for PGR students, additional training opportunities offered as appropriate.  | Director of Research Training                                    | Autumn Term 2014                               |
| Action Plan 2014           | 3/4.2                   | Roll out full university-wide coaching service, to be available to all research staff  | Assistant HR Director (Organisational Development)               | Autumn Term 2014                               |
| Action Plan 2014           | 3/4.2 and 8             | Review the "Wise-up Wednesdays" training programme with the aim of giving PGR students and early career researchers access to the expertise of senior academics and university senior managers.                        | Learning and Development Manager for Doctoral Skills Development | 2016   |
| Additional Actions 2016-18 | 3/4.2 and 8             | From 2017, postgraduate research students will be offered a one-day workshop on research careers in the UK with the aim of giving students access to the expertise of senior academics and university senior managers. | Director of Research Training                                    | Academic Year 2016-17 (online course launched) |
| Action Plan 2014           | 3/4.3                   | Introduce annual monitoring of take-up of staff skills development opportunities.  | Assistant HR Director (Organisational Development)               | Autumn Term 2014                               |
| Action Plan 2014           | 3/4.4                   | Regular training to broaden awareness of other sectors within the current research student professional development offering.  | Learning and Development Manager for Doctoral Skills Development | Autumn Term 2014                               |
| Action Plan                | 3/4.6                   | Review current induction procedures with a view to the possibility of  | Assistant HR Director  | Academic Year                                  |

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| 2014                       |        | introducing a longer-term programme of induction.  | (Organisational Development)                       | 2014-15  |
| Additional Actions 2016-18 | 3/4.6  | Launch online induction portal for all new staff, complementing existing face-to-face sessions and facilitating a longer term programme of induction. Aim for all staff joining the university from Autumn 2016 to complete the online course.   | Assistant HR Director (Organisational Development) | Online induction portal was launched at the beginning of the academic year 2016-17. All new staff are required to complete the elements that are relevant to their role. |
| Action Plan 2014           | 3/4.7  | Consideration of a statement of expectations outlining skills development expectations of research staff at all grades, both in terms of research output and other areas of activity (supervision, administration, budgeting etc) and encouraging staff to seek opportunities to acquire the necessary skills. | PVC Research                                       | Autumn Term 2014   |
| Action Plan 2014           | 3/4.7  | Investment in Epigeum online programme for the training of research supervisors.   | Dean of Postgraduate Research and Education        | Autumn Term 2014   |
| Additional Actions 2016-18 | 3/4.7  | Online doctoral research supervision training will be rolled out to all academic staff in autumn 2016. Aim for all new Supervisors to complete either face-to-face or online training within their first year of supervising.  | Assistant HR Director (Organisational Development) | As of February 2018, a total of 43 doctoral supervisors had completed the online training.   |
| Action Plan 2014           | 3/4.13 | Establish a University-wide Postgraduate Researcher network.   | Dean of Postgraduate Research and Education        | Autumn Term 2015   |
| Additional Actions 2016-18 | 3/4.9  | Additional investment will be made in support for researchers through a dedicated research coaching offer and additional research leave.   | PVC Research                                       | Research coaching was piloted in July 2016 to support staff working towards eligibility for REF 2020. Two individuals took part in the coaching pilot.                   |
| Additional Actions 2016-   | 3/4.14 | Formalise mentoring requirements for research staff across the university; an e-mentoring platform will be launched in autumn 2016 to  | PVC Research                                       | The e-mentoring system was piloted   |

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| 18 |  | ensure a consistent mentoring offer to all research staff. Aim for all junior research staff to be paired with a mentor via this scheme. |  | <p>in the Autumn Term 2016 but did not generate engagement with mentoring. Following review in 2016-17, a more informal approach based around developing skills in mentoring and producing resources to support this was adopted.</p> <p>See also New Actions</p> |
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**Principle 5: Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development and lifelong learning**

| <b>Completed Actions</b> |                         |  |  |   |
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| <i>Origin</i>            | <i>Concordat Clause</i> | <i>Action</i>  | <i>Responsibility</i>  | <i>Progress</i>   |
| Action Plan 2014         | 5.2                     | Implement Annual Research Impact training session for PhD students.  | Learning and Development Manager for doctoral skills development | Spring Term 2015  |
| Action Plan 2014         | 5.5                     | Develop new training needs analysis procedures to allow PGR students to better identify their individual training needs and find out how to access these | Director of Research Training                                    | Autumn Term 2014  |
| Action Plan 2014         | 5.6                     | Develop the <i>HR Organiser</i> system to allow all staff and their managers to monitor and record their professional development activities year-round. | Director of HR   | HR Organiser system now allows the booking of internal learning events, recording |

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|  |  |  |  | external events and evaluation of each of these. |
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**Principle 6: Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.**

| <b>Completed Actions</b> |                         |   |   |  |
|--------------------------|-------------------------|---|---|--|
| <i>Origin</i>            | <i>Concordat Clause</i> | <i>Action</i>   | <i>Responsibility</i>                     | <i>Progress</i>  |
| Action Plan 2014         | 6.1 and 10              | Participation in the Equality Challenge Unit's Gender Equality Charter Mark trial.                                      | Head of Equality, Diversity and Inclusion | September 2014 (Institutional Gender Equality Charter Mark achieved)   |
| Action Plan 2014         | 6.10                    | Application to Stonewall Workplace Equality Index.  | Head of Equality, Diversity and Inclusion | First application was in Spring Term 2015 where the University of Essex was ranked 194 <sup>th</sup> out of 397 employers. In January 2018, the University was included in Stonewall's Top 100 Employers list. |
| Action Plan 2014         | 6.7                     | Revise Annual Review Procedures for Academic and Research Staff and carry out Equality Impact Audit on these revisions. | Head of Equality, Diversity and Inclusion | Formal Equality Impact Auditing is now longer required by legislation, however these procedures are now revised annually on an ongoing basis, with the involvement of the Head of Equality, Diversity and      |

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|  |  |  |  | Inclusion. |
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**Principle 7: The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK.**

| <b>Actions in Progress</b> |                         |  |  |  |
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| <i>Origin</i>              | <i>Concordat Clause</i> | <i>Action</i>                            | <i>Responsibility</i>                              | <i>Progress/Target Dates</i>                         |
| Action Plan 2014           | 7.1                     | Annual Review of Implementation Progress | Assistant HR Director (Organisational Development) | Ongoing annually at the start of each academic year. |